

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1601963

Vendor Name: Anas M. Salman

Invoice Number: CCMA2107

Invoice Date: 06/11/21

PO Number:

Check Number: 0282349

Check Amount: \$ 250.00

Check Date: 06/22/2021

Department ID: 12301

Reviewer Name:

Voucher Number: V0686777

Redaction Type: FERPA

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

Salman, Annas

College of DuPage - Accounts Payable  
Check Request Form  
revised 1/29/2021

This form may be used to request check payments **only for those items for which the issuance of a purchase order would not be appropriate**. Attach supporting documentation (e.g., invoice or agreement). Please refer to **Vendor Payment - Non-Purchase Order Procedure No. 10-65**

Date: 6/11/2021  
Vendor ID:

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
CCMA2107	01	30	12301	5909040	Misc Awards (1099)	\$ 250.00
Grand Total						\$ 250.00

Check the appropriate box below and sign

- ☒ **We**, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.
- ☐ **We**, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approve indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

Payee Name:

Other  
Instructions:

Payee Address:

Description on Check:

3D 2nd place CCMA Annual Student Art Exhibiton 04/30/21 40 Misc Awards

Approvals:

Prepared By:

Ellen McGowan

Approved By:

Ellen McGowan

Date:

Signature:

**APPROVED**  
By Ellen McGowan at 2:35 pm, Jun 11, 2021

Signature:

**APPROVED**  
By Ellen McGowan at 2:36 pm, Jun 11, 2021

Payment Due:

06/24/21

Approved By:

Date:

Board Approved Date:

Signature:

Approved By Division VP:

Date:

Signature:

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), [acctpay@cod.edu](mailto:acctpay@cod.edu)

**College of DuPage - Accounts Payable**

**Check Request Form**

**Notes:**

**Processing a Check Request**

To expedite the processing of a Check Request, or other non-purchase order disbursement, the requesting department should:

1. Verify that the vendor intake process has been completed by the Purchasing Department. Payment cannot be made to a vendor until this process has completed.
2. Complete and review this Check Request Form and confirm that all relevant supporting documentation is attached.
3. Ensure the payee information is complete and includes the vendor's Colleague ID number.
4. Ensure that the General Ledger Account number is included and correct.
5. Maintain a copy of the approved Check Request Form for department records.
6. Submit the completed Check Request Form to the Accounts Payable Department.

The Check Request Form will be returned to the Authorized Signer if the information is incomplete, not in compliance with College Policy, or if budget is not available.

The Cleve Carney Museum of Art is proud to present the Annual Student Art Exhibition. Showcasing the work of The College of DuPage art students, this exhibition highlights the range of media and approaches being taught in the fine arts programs

## THIS YEAR'S AWARD WINNERS

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**In the category of 2D works**




**In the category of 3D / 4D works**



**Best in show:**



Per Mandy's CCMA email dated May 4, 2021

First	Last	Email	Award	Amount	COD Empl?
			best in show	\$ 1,000	no
			1st 2D	\$ 500	no
			2nd 2D	\$ 250	no
			3rd 2D	\$ 100	no
			1st 3D/4D	\$ 500	no
			2nd 3D/4D	\$ 250	
			3rd 3D/4D	\$ 100	no



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From: McGowan, Ellen <mcgowan@cod.edu>  
Sent: Fri Jun 11 14:39:52 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: Check Req [REDACTED] CCMA Winner \$250  
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Please process the attached check request. Thank you.

Ellen McGowan  
Business Manager  
McAninch Arts Center  
College of DuPage  
425 Fawell Boulevard  
Glen Ellyn, IL 60137  
Phone 630.942.3009  
Fax 630.942.3002

[attachment: [REDACTED] CCMA 2nd 3D 06-10-21 check request.pdf]